REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO.: SRB 230 F

1. TITLE OF REPORT (If a fill-in report include Form No.)	2. TYPE OF REPORT	
230 F ALPHA SD-D BY YOB		STATISTICAL
		NARRATIVE
	✓	MACHINE-NAME LISTING

3. FUNCTIONAL AREA

✓ PERSONNEL	TRAINING	ADMIN. GENERAL
LOGISTICS	SECURITY	OTHER (specify)
MEDICAL	FINANCE	

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
	Q	

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING	9. DIRECTIVE AUTHORITY REQUIRING REPORT
C P-O	✓ YES — IF YES GIVE ADP PROCESSING NO. P-658	
	NO	

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
ACSI OPERATIONS	

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-06-3	4.21		.143		.60		4		2.40

B. COSTS OF COMPUTER PRODUCED REPORTS

					14.70		4		58.80

	TOTAL COSTS PER YEAR	$ 61.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in Item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
RETAIN AS IS — OTHER (explain)		MAN-HOURS	DOLLARS
CHANGE			
DISCONTINUE			

DATE OF INVENTORY

2 9 OCT 1970

FORM 11.2

Classification

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